

# POSITION DESCRIPTION (Please Read Instructions on the Back)

Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Atlanta, GA	5. Duty Station Atlanta, GA	1. Agency Position No. (b) (6)	6. OPM Certification No.
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive		
13. Competitive Level Code 001		14. Agency Use				

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Environmental Engineer	GS	819	14		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Environmental Engineer	GS	0819	14		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

(b) (6)

18. Department, Agency, or Establishment U.S. Environmental Protection Agency	c. Third Subdivision Analysis Section
a. First Subdivision Region 4	d. Fourth Subdivision
b. Second Subdivision Enf. & Compliance Planning & Analysis Br	e. Fifth Subdivision 90472940 : 5119 / TJ000000

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Immediate Supervisor

(b) (6)

23. Position Review

Initials Date Initials Date Initials Date Initials Date Initials Date

24. Remarks

Bus 7777 FC 44 \* Signature does not imply affirmat of prior classification.

Signature Date 10-1-09

25. Description of Major Duties and Responsibilities (See Attached)

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Atlanta, Georgia		2. POSITION NUMBER (b) (7)(A)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Interdisciplinary Position: Environmental Engineer/Environmental Scientist/Life Scientist	65	819 1301 101	14	100
4. SUPERVISOR'S RECOMMENDATION	Environmental Engineer	GS	0819	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE (b) (6)		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e. ANALYSIS SECTION		
b. REGION 4			f. ATLANTA, GA		
c. OFFICE OF ENVIRONMENTAL ACCOUNTABILITY			g.		
d. ENFORCEMENT & COMPLIANCE PLANNING & ANALYSIS BRANCH			h. EPAYS Organization Code 90472940 5119		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
(b) (6)					
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code 94
d. Bargaining Unit Code 7777	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____% of time) <input type="checkbox"/> This position is subject to random drug testing		f. Signature Jana W McPhail		g. Date 6/15/09
11. REMARKS					

**ENVIRONMENTAL ENGINEER/ENVIRONMENTAL SCIENTIST/LIFE SCIENTIST  
GS-0819/1301/0401-14**

**I. INTRODUCTION**

This position is located in the Analysis Section, Enforcement and Compliance Planning and Analysis Branch, Office of Environmental Accountability (OEA), Region 4, U.S. Environmental Protection Agency (EPA). Working with the Region 4 divisions and the Compliance Assurance Steering Committee, the incumbent assists in the development of targeting strategies and the establishment of enforcement and compliance assistance priorities. The incumbent assists in incorporating these strategies and priorities into the Annual Commitment System (ACS) with the Office of Enforcement and Compliance Assurance (OECA). As a technical authority on environmental enforcement and compliance assurance, the incumbent monitors the Region's progress in meeting ACS commitments; evaluates the Region's various data management and tracking systems to determine their efficiency and feasibility of alternative systems; identifies and resolves case development issues; coordinates case screening; and assists in the coordination of single and multi-media and place-based cases and initiatives. Also, the incumbent is responsible for establishing and supporting cross-divisional teams to address enforcement and compliance assurance within: specific industry, media/statutory and/or geographic sectors.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

1. Assists and advises the Regional Counsel/OEA Director, the Deputy Regional Counsel, the OEA Associate Director, the Regional Administrator, Region 4 program officials and staff, EPA Headquarters, other regional offices, and Region 4 states on regulatory and technical single and multimedia compliance assurance issues. Responds to assistance requests from other programs and offices within EPA; federal, state, and local agencies; and private individuals. Collects, develops, and assesses multi-program information and data.
2. Serves as a Region 4 focal point of expertise on matters related to the development of targeting strategies and the establishment of single or multi-media enforcement and compliance assurance priorities. Maintains current information on emerging state-of-the art technologies, monitoring systems, and test procedures. Evaluates this information for its possible impact and/or usefulness in developing targeting strategies and establishing compliance assurance priorities. Provides appropriate briefings and/or summaries to management and peers on this information. Serves on task forces and review committees to prepare national guidance related to single or multi-media environmental technologies and policies.

3. Assists in incorporating targeting strategies and compliance assurance priorities into the ACS. Performs independent technical analysis and evaluation of specific high profile or technically complex projects while monitoring the Region's progress in meeting ACS commitments. Applies technical and regulatory expertise to determine the adequacy of system designs, monitoring and recording, test protocols, and permit limits. Assesses the impact of changes in national OECA programs, Agency policies, Agency guidances, and/or regulations and advises senior management of overall programmatic implications. Evaluates the Region's various data management and tracking systems to determine their efficiency and the feasibility of alternative systems while assessing the region's progress in meeting ACS commitments.
4. Ensures that multimedia inspection teams are coordinated and prepared prior to their inspections. Assists in resolving resource and sampling issues. Assists in reviewing all multimedia inspection reports. Participates in particularly complex multimedia inspections.
5. Identifies and resolves technical case development issues. Coordinates the technical aspects of case screening. Working closely with the attorneys in the Office of the Deputy Regional Counsel, provides technical advice and regulatory knowledge throughout the case development and case screening processes. Provides technical review comments and recommendations on proposed remedies and identifies new implementation issues.
6. May serve as a member of case litigation teams. Assists in the coordination of single and multimedia cases and initiatives. Assists in the planning and directing of regional programs involving monitoring, testing, inspecting, permitting, and state grants.
7. Assists headquarters in formulating guidance, policy, and draft regulations. Provides review comments and recommendations on proposed guidance and policy and participates in national workgroups, task forces, and committees. Maintains close contact with EPA Headquarters and other regions to identify new implementation issues and the need for additional guidance. Takes the lead, when appropriate, in developing national guidance and coordinating input from other regional offices and EPA Headquarters.
8. Establishes and maintains contact with scientists, engineers, administrators, and executives in the academic, industrial, and government realms to exchange information on the technical and regulatory aspects of compliance assurance activities.



9. Serves as a regional contact for dissemination of information to states and regional staff on the development of compliance assurance targeting strategies and the establishment of enforcement and compliance assistance priorities. Travels to states to provide assistance on specific or general issues. Provides technical leadership to encourage the development of state and local expertise on compliance assurance. Provides technical assistance to other divisions with the region, when questions arise concerning these matters.
10. Represents the Agency at national compliance assurance conferences and seminars. Presents papers on technical and regulatory issues.
11. Serves as an expert witness and provides technical support in developing materials for Administrative Orders, adjudicatory hearings, and other legal proceedings.
12. Determines regional and state staffs specific training needs related to the development of targeting strategies and the establishment of compliance assurance priorities. Develops, arranges, conducts, and/or participates in seminars, workshops, and training courses for EPA staff, state staff, and local agency staff, as well as engineers and others employed in private practice to contribute to a better understanding and application of the enforcement principles.
13. Serves as acting section chief or branch chief in their absence.
14. Performs other duties as assigned.

### III. FACTORS

#### 1. Knowledge Required by the Position

Mastery of engineering and/or scientific concepts, principles, and practices which enable the incumbent to evaluate and incorporate the latest developments in the field to a variety of complex environmental enforcement and regulatory issues.

Mastery of engineering and/or science sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific technical issues.

Knowledge of the Clean Air Act; the Federal Insecticide, Fungicide, and Rodenticide Act; the Emergency Planning and Community Right to Know Act; the Toxic Substances Control Act; the Asbestos Hazard Emergency Response

Act, the Residential Lead-Based Paint Hazard Reduction Act, the Clean Water Act, the Safe Drinking Water Act; the Resource Conservation and Recovery Act; and the Comprehensive Environmental Response Compensation and Liability Act.

Expert knowledge of regulations, policies and guidances related to enforcement and compliance assurance to develop targeting strategies and establishing enforcement and compliance assistance priorities. This includes, but is not limited to permit applications, development of permit conditions, review of monitoring and recording systems, review of analysis protocols, conduct of compliance evaluation inspections, and state grants.

Comprehensive knowledge of environmental programs sufficient to provide technical guidance on questions concerning complex environmental problems.

Skill in negotiation in order to work with program managers to sort out differences of opinions and approaches and reach consensus on priorities, analyses, and conclusions.

Knowledge of briefing and reporting techniques sufficient to keep senior managers fully informed and cognizant of significant issues.

Knowledge of enforcement operations sufficient to lead analysis projects and to act as spokesperson.

Knowledge of ACS, state grants, and PPA/PPGs.

Skill in coordinating compliance activities, including participation in related EPA Headquarters workgroups and task forces and in the development of regional/national guidance is needed.

Knowledge of EPA Headquarters and regional management multi-media philosophies and day-to-day decision making processes.

Skill in reviewing and evaluating the work of other professionals, identifying critical issues, preparing technical reports, and providing technical advice on policy implications.

Skill in evaluating and incorporate the latest developments in national, regional, and state planning guidelines, policies, and regulations.

2. Supervisory Controls

The incumbent receives broad, general supervision from the Analysis Section Chief on program goals and priorities. As a technical authority, the incumbent is delegated broad latitude on all matters relating to the area of expertise. The incumbent plans his/her own work, coordinates with other subject matter specialists, resolves technical or administrative problems, and carries assignments through to completion. Completed work and technical decisions and recommendations are accepted as technically sound. The incumbent must utilize innovative thought processes and professional judgment in developing plans and projects and in implementing them within the framework of national initiatives and Region 4 policies and practices.

3. Guidelines

Guidelines include Agency policies, regulations, and guidelines; technical literature; Agency and Region 4 planning criteria; and established practices. The guidelines embrace a range of administrative and technical criteria involving concepts and principles for which the incumbent must either adopt, extend, or develop supplementary material. At this level the incumbent is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The incumbent develops solutions to unique and complex problems that are not covered by existing guidelines and innovation and initiative are required in resolving problems when existing guidelines are insufficient. As necessary, the incumbent initiates the development of national and regional guidelines and policies.

4. Complexity

Assignments encompass a full range of environmental engineering and/or science principles related to a full spectrum of EPA enforcement-related programs that may involve air, water, ground water, and waste issues. The work involves complex and oftentimes controversial problems and/or situations. The solutions to these problems may necessitate the use of completely new approaches which must be effectively negotiated at national, regional, state, and local levels. The work requires originating innovative engineering/scientific techniques, establishing criteria and standards applicable to a wide range of problems and conditions, or developing new concepts or approaches that advance the state-of-

the-art. The incumbent is often working in a complex area, with socio-economic implications, under close public scrutiny, and is responsible to management for decisions rendered.

5. Scope and Effect

The primary purpose of the position is provide technical advice and guidance in the solution of problems relating to the development of single and multi-media targeting strategies and the establishment of single and multi-media enforcement and compliance assurance priorities. The incumbent's recommendations and decisions concern highly complex technical problems which encompass many areas of uncertainty. The incumbent's actions impact the Agency's enforcement and compliance assurance program on a long-term and continuing basis as well as the Agency's ability to meet priority commitments. The incumbent's actions often impact the agency's position, create agency precedents, and guide other regions on matters of major significance. The incumbent is recognized as a technical authority whose efforts affect the work of these employees and subject matter specialist both within and outside the Agency. Advice and assistance extends beyond regional boundaries to other regions and EPA Headquarters. The incumbent anticipates and initiates actions on emerging technical and regulatory issues.

6. Personal Contacts

Personal contacts include subject matter specialists within EPA Headquarters and the regions; scientific and technical organizations; private industry; other federal, state, and local government agencies; consultants; and public citizen groups. As a technical authority, the incumbent has frequent contacts with other regional staff and participates in numerous committees, workgroups, and conferences.

7. Purpose of Contacts

The incumbent provides technical opinions and recommendations on matters pertaining to multi-media or media specific enforcement and EPA/State Enforcement Agreements, and program issues assigned. The incumbent must influence or persuade others to adopt approaches and concepts where there are doubts and conflicts, negotiate changes or difficulties, resolve such problems, and explain decisions rendered and verify commitments. As a technical authority, the incumbent represents the Region at conferences or on committees to plan extensive and long-range processes and to develop standards and guides for enforcement and compliance assurance activities.



8. Physical Demands

The work is sedentary. However, during field activities, there is considerable walking, stooping, bending, and climbing. The incumbent is required to comply with applicable field health and safety guidelines.

9. Work Environment

Although work is primarily performed in the office setting, there is some travel to sites where the incumbent may be exposed to hazardous materials. Travel is required.

# EPA Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. This checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties. If only one or two parts of this checklist apply, please show "0" as the percentage of time for the relevant parts.

## Employee Information:

Name:

(b) (6)

Position Number:

Title:

Environmental Engineer

Series/Grade:

GS-0819-14

Organization:

EPA, Region 4, Atlanta, 90472940  
Office of Environmental  
Accountability, Enforcement &  
Compliance Planning & Analysis  
Branch, Analysis Section

## Percentage of Time Spent on Extramural Resources Management

X

This position has no extramural resources management responsibilities

Total extramural resources management duties occupy less than 25% of time.

Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature:

(b) (6)

Personnel Specialist's  
Signature:

Date:

## Part 1. Contracts Management Duties: (check all that apply)

Pre-award		Post-award		Close-out	
<input type="checkbox"/>	Plans procurements	<input type="checkbox"/>	Prepares delivery orders	<input type="checkbox"/>	Writes reports on contractor performance, costs, and tasks performed
<input type="checkbox"/>	Estimates costs	<input type="checkbox"/>	Reviews contractor work plans	<input type="checkbox"/>	Reconciles payments with work performance
<input type="checkbox"/>	Obtains funding commitments	<input type="checkbox"/>	Reviews contractor progress reports	<input type="checkbox"/>	Closes out payments
<input type="checkbox"/>	Prepares procurement requests	<input type="checkbox"/>	Monitors government-furnished property	<input type="checkbox"/>	Performs cost accounting
<input type="checkbox"/>	Writes statements of work	<input type="checkbox"/>	Monitors cost, management, and overall technical performance of contract after award	<input type="checkbox"/>	Provides assistance to contracting officer in settling claims
<input type="checkbox"/>	Reviews statements of work	<input type="checkbox"/>	Monitors management and performance of delivery orders/work assignments after award	Other (list)	
<input type="checkbox"/>	Processes unsolicited proposals	<input type="checkbox"/>	Defines scope of work for work assignments		
<input type="checkbox"/>	Responds to pre-award inquiries	<input type="checkbox"/>	Approves payment requests or ACH drawdowns		
<input type="checkbox"/>	Participates in pre-award conferences	<input type="checkbox"/>	Manages cost-reimbursement contracts	Percentage of Time Spent on Contracts Management:	
<input type="checkbox"/>	Conducts technical evaluation of proposals	<input type="checkbox"/>	Reviews invoices		
<input type="checkbox"/>	Participates in debriefing/protests	<input type="checkbox"/>	Inspects and accepts deliverables		

Other (list)	Other (list)	0	%
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**Part 2. Grants/Cooperative Agreement Duties: (check all that apply)**

Pre-application/Application		Pre-application/Application - cont'd		Pre-application/Application - cont'd	
	Prepares solicitation for proposals		Provides administrative information to applicants		Conducts site visits to evaluate program capability
	Identifies potential grantees for areas of program emphasis		Determines appropriateness of applicant's work plan/activities/ budget and compliance with regulations and guidelines and negotiates changes with applicant		Serves as resource to Selection Panel
	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Assists applicant in resolving issues in application		Informs applicants of funding decisions
			For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Other (list)
			Negotiates level of funding	Award	
					Prepares funding package, including Decision Memorandum

Award - cont'd		Project Management/Administration-cont'd		Close-out	
	Obtains concurrences/approvals		Approves payment requests or ACH drawdowns		Certifies deliverables were satisfactory and timely
			Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office		
	Reviews/concurs in completed document		Negotiates amendments		Provides assistance to recipients and Grants Management Office to ensure timely close-out
	Establishes project file		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)		Reconciles payment with work performed
	Other (list)		When necessary, recommends termination of the agreement		Notifies recipient of close-out requirements
Project Management/Administration			Resolves with Grants Management Office administrative and financial issues		Obtains legal assistance, if necessary, to resolve incomplete close-out
	Monitors recipient's activities and progress		Conducts periodic reviews to ensure compliance with agreement		If project is audited, responds to issues and ensures recipient complies with audit recommendations
	Reviews reports and deliverables and notifies recipient of comments		Other (list)		Other (list)
	Provides technical assistance to recipients				
	Advises Grants Management Office of potential problems/issues			(continued on reverse)	
	Participates in decisions/actions to ensure successful project			percentage of time spent on Grants/Cooperative Agreements Management:	
					0 %

	completion and in decisions to impose sanctions				
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Part 3. Interagency Agreements Duties: (check all that apply)

Agreement:		Project Management/Administration		Close-out	
	Plans and negotiates work effort		Reviews progress reports/financial reports		Reviews final report
	Estimates costs				
	Obtains funding commitments		Monitors cost management and overall technical performance		Decides on disbursement of equipment
	Prepares commitment notice				
	Writes or reviews scope of work		Participates in decisions about project modification/termination		Reconciles payments with work performed
	Responds to pre-agreement inquiries				
	Participates in pre-agreement conferences		Conducts periodic review of Superfund State Contracts payment receipts (Superfund Only)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund Only)
	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Inspects and accepts deliverables		Certifies deliverables
	Negotiates and ensures execution of Superfund State Contracts (Superfund Only)		Other (list)		Resolves close-out issues with Grants Management Office/other agency
					Other (list)
				Percentage of Time Spent on Interagency Agreements Management:	
	Performs technical evaluation of work plan and budget				0 %
	Prepares funding package and obtains necessary concurrences				
	Other (list)				